

DEPARTMENT OF BENEFIT PAYMENTS
744 P Street, Sacramento, CA 95814
(916) 445-6907



August 29, 1975

ALL-COUNTY LETTER NO. 75-191

TO: ALL COUNTY WELFARE DIRECTORS

OBSOLETE

Superseded by AOL #77-15

SUBJECT: FOOD STAMP PROGRAM - EXCHANGE OF OLD COUPONS FOR NEW COUPONS ^{Issued 3-17-77}

REFERENCE: MANUAL SECTION 63-4130 - MUTILATED COUPONS

On August 22, 1975 we received the long-awaited instructions from FNS describing how to handle the exchange of old coupons after the August 31, 1975 deadline. Despite repeated urging from this Department and FNS, Western Region, the instructions were delayed in Washington. Regulations are being developed.

Effective immediately, the exchange of old coupons will be handled in somewhat the same manner as the exchange of mutilated coupons. The old coupons will be exchanged for new coupons on a dollar for dollar basis except for odd amounts which will be rounded to the next higher amount.

Examples:

<u>Value of Old Coupons Returned</u>	<u>Value of New Coupons Issued</u>	<u>Denomination of New Coupons</u>
2.50	2.00	1 - \$2 book
5.00	5.00	3 - \$2 book (less one \$1 coupon)
13.50	14.00	2 - \$7 books

Each exchange will require documentation showing the name, case number, amount of old coupons returned, and amount of new coupons exchanged. The documentation should also contain the signature of both the recipient and the person authorized to make the exchange, and a certification by the recipient that he/she is entitled to the old coupons and is making an application for exchange. These records shall be forwarded to the county and retained by the county in a separate file until further notice. A sample certification document is attached.

The county may set up the exchange of coupons at several issuance locations. However, we recommend that the county designate one location for the exchange as this makes for better control and accountability. Issuance points shall not accept coupons without book covers except for 50¢ coupons. The book cover must always be attached to the new coupons which are issued.

The old coupons received will be cancelled immediately after the exchange and destroyed locally. All remaining loose new coupons will also be destroyed at the end of each month. Destruction shall be accomplished by shredding, incineration, or maceration. No federal or state witness needs to be present for the destruction; however, a county representative is required if the destruction is not done by the county.

For accountability purposes the total number of new coupon books used in the exchange or destruction will be recorded on Item 13 of the Food Coupon Accountability Report, FNS-250 (disregard - Returned to FNS). A signed Certificate of Destruction will be attached to the FNS-250 reports. This certificate should show the reporting code, name of county, reporting period, total value of old and new coupons destroyed, and should be signed by the same official signing the FNS-250 report. A sample format for this Certificate of Destruction is attached.

There may be a doubt that a recipient request for exchange is valid, such as in the case of an excessive amount of coupons to be exchanged. Counties may wish to use \$100 as the maximum allowable exchange before an investigation is made to determine that the request for exchange is valid. Validation may involve investigating the case record of the recipient, possibly from another county. Counties may establish additional criteria for determining the validity of exchange requests.

Should you have any questions please contact Richard Macaluso of the Food Stamp Policy Coordination Bureau at (916) 445-6907.

Sincerely,



GARY D. MACOMBER
Deputy Director

Attachments

cc: FNS, USDA
CWDA

CERTIFICATE OF DESTRUCTION

Name of County _____

Reporting Code _____

Reporting Period _____

Total value of old coupons destroyed _____

Total value of new coupons destroyed _____

I certify that the above values of old and new coupons were destroyed during this reporting period.

Date

Signature of Person Authorized to
Sign the FNS-250

Date

Signature of County Representative
witnessing the destruction

APPLICANT CERTIFICATION

Name _____

Address _____

*Case Number _____
(Obtain from ID Card)

I was authorized to receive these old coupons and am now requesting an exchange for the new series of coupons.

Value of Old
Coupons Returned

Value of New
Coupons Issued

Date

Signature of the Applicant

Date

Signature of Person Authorized to
make the exchange

* If the ID Card is not available refer the applicant to the county for written authorization or another ID Card.